



Step by Step Instructions - Find a Birth Record (1875 to 1920) or Index (1875 - 1972) for Baltimore City, Maryland

The instructions on this page are primarily meant for those who are visiting the Archives and are using our Search Room computers. If you are off-site you can view indexes, as described in Steps 1-3, but the actual records themselves can only be viewed at the Archives.

Note: We recommend that you follow the step by step instructions below

1

Start with the Index link

Choose an index in the birth indexes section (Choose 'available online' from home. If at the Archives, you can also choose the 'available on archives' searchroom computers' option)

After you find and click the index link for your year, please come back to this page and read Step #2 for information about what to do next.

2

How to select the Index

After step 1 you will see a page that looks a little like this (*Sample Below*)

The screenshot shows the Maryland State Archives website interface. At the top, it says "Maryland State Archives" and "Guide to Government Records". A red box on the right says "You are currently using the internal search engine. Click here to use the internet search engine." Below this is a navigation menu with links: Home, Introduction, Reference and Research, How To Place An Order, Background, and Advanced Search. The current page is "Home > SM199". There is a search box labeled "Jump By Series ID:". Below the navigation is a section titled "Information on SM199 - (Birth Record, Index, Counties)". Underneath, there is a "Series Information" section with the following text: "BOARD OF HEALTH (Birth Record, Index, Counties) 1898-1909 SM199". There is also a "Series Description" section which states: "There is no description for this series."

Immediately scroll, scroll, scroll until you see something similar to the image below (sample).

Click 'links' for the correct year.

Display per page 100 ▼

	Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-1877		CR 48441-1 (Scanned)		Links	CM1134-1
Details	1878-1880		CR 48441-2 (Scanned)		Links	CM1134-2
Details	1881-1883		CR 48442-1 (Scanned)		Links	CM1134-3
Details	1884-1886		CR 48442-2 (Scanned)		Links	CM1134-4
Details	1887-1889	1887 incomplete	CR 48443-1 (Scanned)		Links	CM1134-5

Click 'View as Multipage PDF'.

	Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-1877		CR 48441-1 (Scanned)		Links	CM1134-1
<ul style="list-style-type: none"> • Scanned (Mixed) • View as Multipage PDF (51 MB) 						

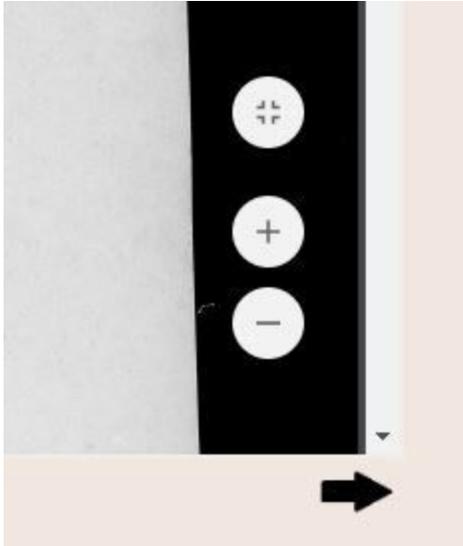
If you clicked 'View as Multipage PDF' Skip ahead to Step 3 below. Before you skip ahead, note that in the PDF, you can click Ctrl-F and then enter a last name, to search the PDF by name.

If you **clicked the other link** that shows, follow the Electronic Document Viewer Helpful Tips below.

Electronic Document Viewer Helpful Tips (does not apply if you selected the 'View as Multipage PDF' link)

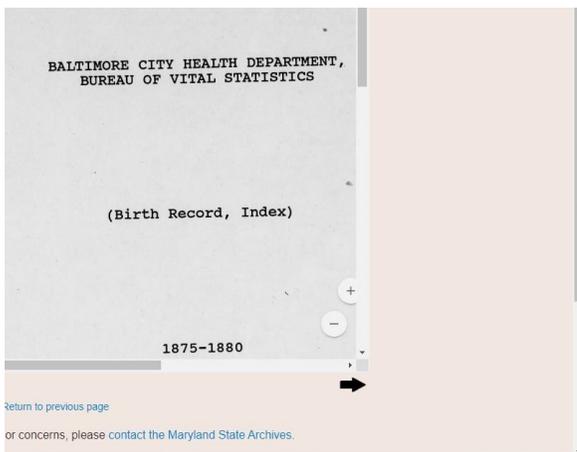


To the right of the document, take a guess at a page number and then **click the 'Go' button**



To Zoom

Move your mouse towards the bottom right of the inner area of the page. You will see a zoom in (plus sign) and zoom out (minus sign) button.



To Scroll

You may need to scroll in more than one place. Sample below. Also note that your index may have two columns of listings within one page.

3

Write down all index information

When the file opens, read the instructions or locate the header, if either exist.

Note: To enlarge, look for the plus icon or click Ctrl + on your keyboard (can click this multiple times, or Ctrl - on your keyboard to zoom out)

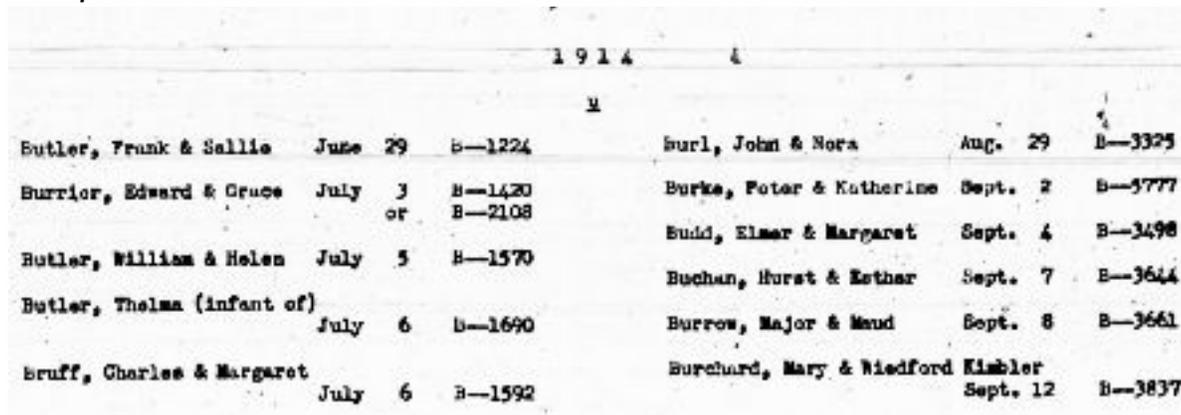
If you chose the 'Multipage PDF' option in the last step, you can click Ctrl-F and then enter a last name, to search the PDF by name.

Make sure that you are in the right year, often the year is listed at the top of the Index page. The names found in the index are the parents names ordered by the father's name. Next you'll need to understand how to read a vowel index.

How to Read a Vowel Index

Vowel indexes are alphabetical by the first letter of the last name, then broken down into the first vowel that in the last name and then from there chronologically. So for example to find a Smith, you would go to the S's, then go to the section labeled "I" since that is the first vowel in the last name and then once in the "I" section for last names starting with S the people will be listed in chronological order starting in January.

Sample of a vowel index, note that 'u' is the header as well as 1914.



1914		u			
Butler, Frank & Sallie	June 29	B--1224	Burl, John & Nora	Aug. 29	B--3325
Burrier, Edward & Grace	July 3 or	B--1420 B--2108	Burke, Peter & Katherine	Sept. 2	B--5777
Butler, William & Helen	July 5	B--1570	Budd, Elmer & Margaret	Sept. 4	B--3498
Butler, Thelma (infant of)	July 6	B--1690	Buchan, Hurst & Esther	Sept. 7	B--3644
Bruff, Charles & Margaret	July 6	B--1592	Burrow, Major & Maud	Sept. 8	B--3661
			Burchard, Mary & Riedford Kimbler	Sept. 12	B--3837

Once you find your index listing, **write down all of the information.**

The number you find is the **certificate number**. This is very important. Write any letters found with this number as well.

Close all of your open browser tabs except for the instructions and the 'find a birth record' page.

Sample below of tabs to close



Note: You don't want to click the 'X' found at the far right of the screen

Sample below of 'Find a Birth Record' page.

Find a Birth Record :

Remember - To find a record, you'll need to use the archives' searchroom computers

[View Any County \(1898 to 1918\)](#) | [View Any County \(1919 -1924\)](#) | [View Baltimore City \(1875+\)](#)

Baltimore City

close

NEW FEATURE! Step by Step Instructions

[Open Instructions](#) **Step 1:** **Open** the instructions, **keep** them open, and **refer** to them often.

Birth Indexes (1875 to 1972)

After you've opened the instructions, the next step to finding a record is finding the index.

- 1875-1918 [MSA CM1134](#) available online
- 1919-1924 [MSA CM1134](#) available online but note that you cannot find the corresponding record yourself as it is restricted - you'll have to mail in or bring in the necessary

4

Locate the Record (You must be in the Archives' searchroom)

Go to the 'Birth Records' heading (listed below the 'Birth Indexes' section)

Choose a listing that corresponds to the year.

In the new page that opens, **scroll towards the middle of the page** to the section similar to this sample below.

Choose a listing that corresponds to *the year and month*. The description field may list the certificate number range. *Sample below*. **Click 'Details'** in the Detail column.

Display per page 100 ▾

	Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-1877		CR 48441-1 (Scanned)		Links	CM1134-1
Details	1878-1880		CR 48441-2 (Scanned)		Links	CM1134-2
Details	1881-1883		CR 48442-1 (Scanned)		Links	CM1134-3
Details	1884-1886		CR 48442-2 (Scanned)		Links	CM1134-4
Details	1887-1889	1887 incomplete	CR 48443-1 (Scanned)		Links	CM1134-5

Note: If you see an icon of a padlock next to the details link, it doesn't *necessarily* mean that the specific record you are looking for is restricted.

If you see the letters SR or CR, instead of clicking the link, **we recommend** you write down the number, then pick up a copy of the archival film viewer instructions (separate from these instructions). The Archival Microfilm viewer is a **great way** to view and/or print your record.

Go to your desktop to find the Archival Film Viewer icon.

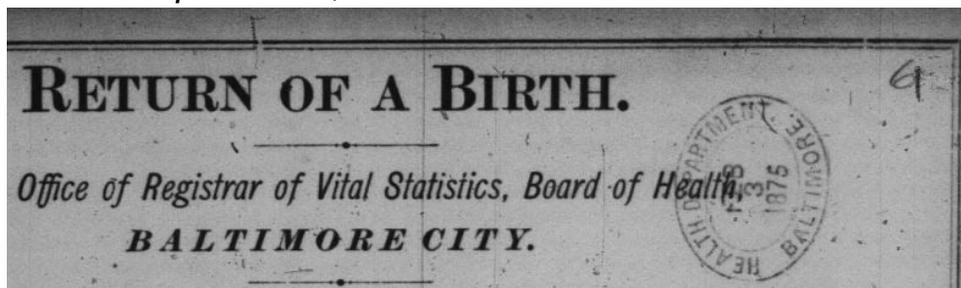


If you clicked the link instead, the Electronic Document Viewer website will open. Instructions are located on page 2 though the page you may see will look a bit more like the sample below.

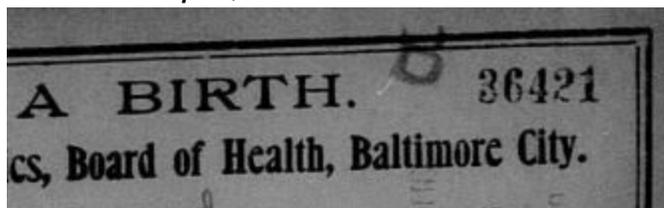
Note: **Search by certificate number**, not by birth date or last name.

Certificate numbers can be found in the top right corner of the record.

In the sample below, the certificate number is 61

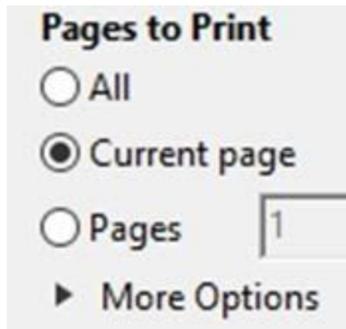


In this sample, the certificate number is B36421



Example - The certificate number you found in the index listing is B3435. You are in the red website. You see there are 100 pages. You jump to page 5 and the certificate number is '23455'. Since there are 100 pages, you might now jump to say page 50 and notice the certificate number is now say **A**3435. If you jump again to page 70 you might find the number is **B**0004.

Set up a print account if you don't already have one. To set up your print account please visit the lobby (near the door) of the Archives.



If the certificate is in a pdf you'll need to move your mouse towards the bottom of the certificate, to see a horizontal black bar. Click the icon that looks like a printer. In the next screen, select Current Page

Click 'Print' underneath the preview of the certificate.

If you are in the Electronic Document Viewer Website, the print icon will appear towards the top of the certificate. You may be unable to select 'Current page'. This is O.K. Before clicking 'Print' underneath the preview of the certificate be sure you see 'Page 1 of 1'.

If you are printing from the Archival Microfilm Viewer instead, see the Archival Microfilm Viewer instructions.

You can also photograph the record with your camera phone (no flash allowed) or at our photography station located to the right of the circulation desk.